

Application Instructions

Adding or Changing a Management Company on a Residential Care Facility for the Elderly (RCFE) License

RCFE licensees are required to abide by all applicable regulatory and statutory requirements when entering into an agreement with a management company. [Health and Safety Code \(HSC\) section 1569.10 requires the Department of Social Services \(Department\) to license any party that manages an RCFE, therefore a management company must be listed on the facility license.](#)

The Department must approve the addition or change to the license (adding or changing a management company) prior to the management company being listed on the RCFE license and prior to any management activities in any given RCFE.

Note: For the complete process to add or change a management company please see Provider Information Notice PIN 19-12-ASC.

Timeframes for Processing

To allow proper time for processing the application to add or change a management company on a facility license, the following submission timeframes to the Department are recommended:

- thirty (30) days prior to the effective date of the management company contract for a management company that is already licensed and operating another RCFE facility licensed by the Department, or
- forty-five (45) days prior to the effective date of the management company contract for a management company that is **not** already operating another RCFE facility licensed by the Department.

Application Requirements

The application to add or change a management company on a facility license is required to include, at a minimum, a full [application fee](#) along with the following documents:

- Application ([LIC 200](#)) listing both the current licensee and the management company
- Applicant Information ([LIC 215](#))
- Designation of Facility Responsibility ([LIC 308](#)) (if applicable)
- Administrative Organization ([LIC 309](#)) and Organizational Chart
- Affidavit Regarding Client/Resident Cash Resources ([LIC 400](#))
- Surety Bond ([LIC 402](#)) (if applicable)
- Monthly Operating Statement ([LIC 401](#))
- Supplemental Financial Information ([LIC 401a](#))
- Balance Sheet ([LIC 403](#))
- Balance Sheet Supplemental Schedule ([LIC 403A](#))

- Financial Information Release and Verification ([LIC 404](#)) or Bank Statement
- Personnel Report ([LIC 500](#)) (if applicable)
- Personnel Record ([LIC 501](#)) for Administrator Qualifications and Current Administrator Certificate (if different)
- Health Screening Report – Facility Personnel ([LIC 503](#)) (if applicable)
- Criminal Record Statement ([LIC 508](#))
- Copy of completed Request for Live Scan Service ([LIC 9163](#)) or Criminal Background Clearance Transfer Request ([LIC 9182](#))
- Emergency and Disaster Plan ([LIC 610E](#)) (if applicable)
- Residential Care Facility for the Elderly Disclosure Worksheet (RCFE only) ([LIC 606](#))
- Certificate of Liability Insurance
- Articles of Organization and Operating Agreement
- Articles of Incorporation, By-laws, and Board Resolution
- Executed Management Agreement

Note: Other documents may be required if there is a change in the branding, financial responsibility or plan of operation, including admission agreement.

Submit updated application to:

The Adult and Senior Centralized Applications Bureau
744 P Street, MS 8-3-91
Sacramento, CA 95814

For additional information or questions, please contact the Centralized Application Bureau at (833) 827-6084.